**Name - \_\_\_Cal Sinn\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Identify key questions you might use in your coaching conversation.*

|  |  |
| --- | --- |
| **Key Areas** | **Observation Notes** |
| * Type of Coaching Conversation * Directive/ Instructional * Collaborative * Facilitative/ Supportive | * Which type of Coaching Conversation is being planned?   Directive/Instructional |
| * Purpose of the Coaching Conversation | * Coaching a new administrator on how to effectively obtain feedback on staff performance |
| * ***O****bjective Questions* * The “what” * Invitation to the conversation | * 1. What do you want to accomplish? * 2. What are you currently doing to obtain feedback? |
| * *Reflective Questions* * The “what about the what” * Emotional | * 1. What works well with your current system? * 2. What would you like to change or do differently? * 3. What skills do you bring to make the current system work well? |
| * ***I****nterpretive Questions* * The “so what” * Brainstorming | * 1. How do you want the feedback system to improve student achievement? * 2. What could you do to make the process more effective for you, your staff, and the LEAs? |
| * ***D****ecisional Questions* * The “now what” * Identifies specifics “next steps” to be taken | * 1. What are you next steps? * 2. How about developing a plan of action? * 3. What support do you need and want from me? * 4. What groups of people do you think you should receive feedback from? |
| * *Based on the Decision, what are the responsibilities of the administrator?*   *This area will be completed after the conversation – to summarize the “next steps” of the administrator.* | 1. The new administrator had not thought about her agency’s collective bargaining agreement, so she is going to contact her HR department for information. 2. She is going to review questions used by AEA 13 and also develop questions specific to the discipline and respective teaching standards. 3. She will contact Jennifer Williams to discuss the use of AEA 13 survey system or explore using Survey Monkey. 4. She will take the information we discussed and develop the process she will use. |
| * *Based on the Decision, what are my responsibilities?*   *This area will be completed after the conversation – to summarize the “next steps” and responsibilities of the coach.* | * 1. I will send her the cover letter and the current questions used by AEA 13. * 2. I will review her process when developed and provide her feedback. * 3. I will facilitate her contact with Jennifer Williams, if necessary. * 4. I will assist her with names of LEA personnel in the districts served by her staff. |

**Reflection on the Coaching Conversation**

**Name: Cal Sinn**

**Date: January 27, 2010**

**Type of Coaching Conversation: Directive/Supportive Collaborative Facilitative/Supportive**

**Directive/Instructional**

**Reflect on the coaching conversation you completed with the administrator:**

**What impact did planning for the conversation, including the development of the ORID questions, have on the coaching conference itself?**

1. **It helped make the conference go smoothly and provided a focus on the desired outcome.**
2. **It helped prevent the conference from being disjointed or random.**
3. **It helped me as a coach be more relax, better prepared, and to respond better to her questions.**
4. **It helped make the conference feel more professional.**

**What was most challenging for you during the conversation? Most pleasing?**

**Most Challenging: Trying to provide support and direction without insulting her since I am not her supervisor, trying not to tell her what to do, but allowing her to decide what is best to do, but still trying to guide her to what I feel is effective.**

**Most Pleasing: She was very grateful for the time I was willing to spend with her on this issue, she acknowledged how helpful the conference was and how appreciative she was of the direction I provided, and she indicated we had talked about some things that she had not thought about.**

**What might be some things you would do differently/the same in your next conversation?**

**Same: Pre-plan ORID questions to use, devote my entire attention to the person and the conference, create a positive and safe environment.**

**Different: Because of schedules and locations, the conference was held via speakerphone, so I could not see body language, etc that a face-to-face conference provides.**

**What techniques will you specifically address in your next coaching conversation?**

**Better monitor the talking time of coach and participant and paraphrase more thoroughly at conclusion of the conference so we are both very clear on what will happen next.**